

Tips for Accurate Reporting

Effective 31 May 97



Tip #1 - Reporting to Direct & Indirect Process Codes

One Command, One Focus...

Making accurate, consistent PLAS data available for planning and budgeting purposes requires common interpretation of reporting instructions at all locations across the Command.

Quick Overview of This Tip:

Many common work activities are erroneously charged to general indirect processes such as data collection or administrative effort, but often they should be charged to the specific direct or indirect process which the work supports.

The following guidelines highlight reporting groundrules pertaining to PLAS indirect Process Codes, which are frequently misinterpreted by DCMC reporters. The purpose of providing this information to you is to help you avoid mistakes in reporting.

General Reporting Guidance:

Keep in mind that the Number 1 PLAS reporting rule is ***`Charge to the Process Code you are supporting`*** - which could be a direct or indirect process. The key to proper charging is to recognize and understand how your individual effort contributes to the output being produced by you or your Team, and in most cases, *identification of the Output or Purpose of the work helps to identify the correct process code to report to.* The below discussion talks about selected process codes, and reporting problems we have noted:

*These Indirect PLAS Process Codes are **SELDOM** misreported:*

194	Public Affairs/Communication
211	Acquisition, Facility and Property Management
213	EEO Issues
214	Union Issues
217	Attend Classroom Training
217A	Develop/Conduct Training
217B	Training Administration
221	Formulate/Execute Budget
221A	Resolve Payment Issues (Non-MOCAS)
222	Time and Attendance
223	Human Resource Management

*The reason little confusion is found with these codes is because the duties are uniquely associated with the specific process being performed - **that is, they are `Process Specific`**. When performing the above processes, there is little doubt about what the process is, or what the end product of the team's effort will be.*

*These Indirect codes are **FREQUENTLY** misreported:*

191	Plans and Policy Deployment
192	Special Projects and Data Collection
196	Other Legal Support
212	Systems/Communication Support
216	Administrative Support
224	Meetings
500	Other Activity/Effort

Why? *These codes are frequently misreported because in most cases, they can be either process-specific, or **they can be Non-Process Specific**. The most common reporting error noted is charging to one of the above non-process specific processes when the work performed is actually in support of a specific DCMC direct or indirect process.*

What's An Example? *Let's take a situation where a person charges to 216 - Administrative Support when typing a Preaward Survey or tracking the organization's budget dollars. Such a charge is incorrect in both of these instances because the specific process being supported should be charged.*

So, What's the Rule? *What drives the final Process Code selection is not the physical work that is done, but the process that the work was performed for! Charge to the process!*

If the work effort supports many or all processes, then charge to the Non-Process Specific indirect code which best describes the nature of the duties performed.

SPECIAL NOTE ABOUT PLAS CODE 500 - OTHER ACTIVITY EFFORT:

While Code 500 - `Other Activity` is certainly the most non-specific code of all, it is reserved for use in those rare instances where the work performed is so out of the ordinary that no existing code properly describes the purpose, intent, output or activity performed. Routine charging to Code 500 is not a likely situation. If you need assistance in determining the proper codes to use, contact your local or District PLAS Administrator.

What's New With PLAS 8.01?

In PLAS Release 8.01 these easily misinterpreted indirect codes will now contain the remark `**Non-Process Specific**` in parenthesis at the end of the Process Code titles on the Timecard Pulldown screen. This is to serve as an everyday **REMINDER** that **only work which does not support another specifically recognized DCMC process should be charged to these codes.**

Here`s What the New PLAS Process Pulldown Menus Will Look Like:

****Manage the Business****

- 191 Plans and Policy Deployment *(Non-Process Specific)*
- 192 Special Projects and Data Collection *(Non-Process Specific)*
- 194 Public Affairs/Communication
- 196 Other Legal Support *(Non-Process Specific)*

****Manage the Resources****

- 211 Acquisition, Facility and Property Management
- 213 EEO Issues
- 214 Union Issues
- 217 Attend Classroom Training
- 217A Develop/Conduct Training
- 217B Training Administration
- 221 Formulate/Execute Budget
- 221A Resolve Payment Issues (Non-MOCAS)
- 222 Time and Attendance
- 223 Human Resource Management
- 212 Systems/Communication Support *(Non-Process Specific)*
- 216 Administrative Support *(Non-Process Specific)*
- 224 Meetings *(Non-Process Specific)*
- 500 Other Activity/Effort *(Non-Process Specific)*